



Office of the Zoning Administrator
3680 STH 60
Slinger, WI 53086
Ph. 262-677-2123
zoning@townofpolk-wi.gov

APPLICATION for SIGN PERMIT

*This application and its application fee are required to determine compliance with the **Zoning Ordinance**. Once approved, a separate application and application fee is required to determine compliance with the **Building Code**.*

*This Application must be **completed in full**. The Town of Polk **cannot accept** an incomplete Application Form or an Application Packet lacking all required information.*

Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Applicant (if different from Property Owner): _____

Address: _____

Phone: _____ Email: _____

Contractor: _____

Name of Primary Contact: _____

Address: _____

Phone: _____ Email: _____

Property Description:

Address: _____ Parcel ID: _____

Current Zoning: _____ Lot Size: _____ Lot Width: _____

(If additional parcels, please attach as separate sheet)

General Description of Proposed Sign(s): _____

Proposed Sign:

Please complete the table below. Each sign shall be listed separately. Existing signs to remain unchanged shall be listed first, followed by modifications to existing signs, and new signs. The codes listed below ('E', 'M', and 'N') shall be entered into the first column of the table.

E – Existing Sign **M** – Modification to Existing Sign **N** – New Sign

Code	Identify Sign Type (Billboard/Highway Sign, Canopy/Marquee, Ground, Hanging, Ingress/Egress, Pole, Projecting, or Wall)	Height & Width of Sign Face	Total Area of Sign Face (square feet)

Sign Structure (new signs and changes to existing signs):

Awning, Canopy/Marquee, Hanging, and Projecting Signs:

Clearance between lowest point of sign and finished grade: _____ft. _____in.

Ground Sign:

Is this a multi-tenant sign? Yes _____ No _____

If yes, how many tenants in total? _____

Total Height: _____ Street Yard Setback: _____ Side Yard Setback: _____

Landscaping (include landscaping plan/drawing)

Ingress / Egress Signs:

Total Height: _____ Distance to Street Access: _____

Pole Signs

Is this a multi-tenant sign? Yes _____ No _____

If yes, how many tenants in total? _____

Total Height: _____ Street Yard Setback: _____ Side Yard Setback: _____

Landscaping (include landscaping plan/drawing)

Wall Signs

Is this a multi-tenant structure? Yes _____ No _____

If yes, how many tenant units in total? _____

Proposed location: Primary Façade: _____ Other Façade: _____

Depth, measured from surface of wall to farthest protuberance of sign: _____in.

Height, measured from ground to highest point of sign: _____ft. _____in.

Location on Wall. Provide a drawing showing all of the following; confirm by checking the applicable boxes in the first column of the table below.

Check	Façade Element
	Entirety of the wall(s) to which the wall sign will be affixed.
	All doors, windows, external stairways, mechanical/utility infrastructure, and other architectural accoutrements.
	All light fixtures.
	Location of existing signs attached to wall.
	Location of proposed wall sign(s).

Sign Features:

Illumination:

Will the sign be illuminated: Yes _____ No _____

If yes, please describe: _____

Changeable Copy:

Will the sign have changeable copy: Yes _____ No _____

If yes, manual change or electronic sign: Manual _____ Electronic _____

If Electronic, please describe transition time and means by which brightness will be automatically adjusted:

Application Checklist:

The purpose of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain approval and does not absolve the Applicant from compliance with other applicable sections of the Zoning Ordinance.

NOTE: One paper copy and one digital copy (PDF or similar format) of the application packet is required

A site plan drawing, showing the information listed in the table below, is required.

Please complete the checklist(s) in full by entering a **✓**, **0**, **-**, or **?** as applicable, into each box in the Code column in the table below.

Shown on Site Plan

0 Included with Application Packet

- Appears Inapplicable

? Cannot Determine if Required

Code	Sign Permit Submittal Requirements
	Clear and legible color drawings with description and dimensions of the proposed sign, the construction, size, dimensions and kind of materials to be used in such structure. The site plan shall show the buildings on the premises upon which the structure is to be erected and maintained together with locations, setbacks, size and types of existing signs on the premises where the proposed sign is to be located. All dimensions shall be indicated for the sign and the site plan elements.
	Construction Standards. All applicable information as required under Section 336-139.B of the zoning ordinance.
	Illumination Standards. All applicable information as required under Section 336-139.E of the zoning ordinance.
	Landscape Plan, as required for all ground and pole signs.
	Proof of insurance, as required under Section 336-141 of the zoning ordinance.

Additional plans and data may be required when determined to be necessary in order to complete a thorough and efficient review. Certain submission requirements may be waived when determined to be superfluous.

Signature and Certification:

I certify the information presented on this Application and the drawings, plans, and other materials included therein are, to the best of my knowledge, complete and in accordance with the Zoning Ordinance.

Applicant Signature: _____ Date: _____

Application Fee:

The Application Fee for a Sign Permit is **\$100.00**. The Application cannot be accepted until the Application Fee has been paid.